

## New Banner Fund Request and Setup

1. Authorized person requests Banner Fund by completing the *Request for a New Banner Fund Form*. The authorized person and his (her) immediate supervisor must sign the form and submit to the appropriate area for approval.

<u>Description</u>	<u>Banner Fund #</u>	<u>Approval</u>
State Operating	11XXXX	Budget & Analysis
Budgeted Institutional Trust (Discretionary)	13XXXX	Budget & Analysis
Grants	21XXXX	Office of Sponsored Programs
Restricted Scholarship (Endowment Spending & Other)	23XXXX	Accounting
Restricted Professorship (Endowment Spending)	24XXXX	Accounting
Restricted Departmental Use (Endowment Spending & Other)	25XXXX	Accounting
Budgeted Auxiliary Funds	3XXXXX	Budget & Analysis
Endowment Principal	6XXXXX	Accounting
Agency	8XXXXX	Accounting
Capital Improvements	91XXXX	Accounting

2. If the approving area does not approve of the request, then they will communicate this back to the requestor with the reason.
3. If Budget & Analysis is the approving area and the Fund is approved (form is signed), then a *Fund Create Form* is completed (with the appropriate attributes) and a copy of the *Request for a New Banner Fund Form* (along with all appropriate documentation) are submitted to Accounting for review and input into Banner Finance. If the Fund is State Operating then when the Fund has been input, it will be communicated back to Budget & Analysis so as to establish a budget (*Trust Fund Authority* not required). Budget & Analysis will communicate back to requestor when to begin using the fund. If the Fund is a Budgeted Institutional Trust or Budget Auxiliary Fund then when the Fund has been input into Banner Finance, Accounting will send a *Trust Fund Authority* to the requestor with a copy to Budget & Analysis when the Fund is ready to be used.
4. If the Office of Sponsored Programs is the approving area and the Fund is approved (form is signed), a copy of the *Request for a New Banner Fund Form* (along with all appropriate documentation) is submitted to Contracts & Grants Accounting for review. Contracts & Grants Accounting will then complete and send a *Fund Create Form* (with the appropriate attributes) and a copy of the *Request for a New Banner Fund Form* (along with all appropriate documentation) to Accounting for review and input into Banner Finance. Accounting will send a *Trust Fund Authority* to the requestor with a copy to the Office of Sponsored Programs and Contracts & Grants Accounting when the Fund is ready to be used.

5. If Accounting is the approving area and the Fund is approved (form is signed), Accounting will then complete a *Fund Create Form* (with the appropriate attributes) and input into Banner Finance. Accounting will send a *Trust Fund Authority* to the requestor when the Fund is ready to be used.